

PURCHASE ORDER

PO Number: 303-2-0360

Requisition Number: 303-2-00771

Order Date: 11/9/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

North Austin Complex A

4601 W. Guadalupe St.

Attn: Terry Craddock

Austin, TX 78751

Show numbers on all papers and packages

Referenced Source or Vendor

13002862715

Longhorn Blinds of Austin, LLC

4201 S. Congress Ave

Ste 312

Austin, TX 78745

Andrew Soto

Phone:512-447-5496, Fax:512-707-7315

asoto@longhornblinds.com

Install Exterior Manual Window Shades & Mini Blinds For The NACA Building.

Price Per Attached Quote Dated 10/21/2021.

TFC Contact:

Description Terry Craddock

512-463-2264

Work Inspection:

Services performed under this agreement are not considered complete for purposes of payment until TFC, or its authorized designee, inspects and accepts the work performed by the vendor.

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Install aluminum blinds on east windows in suite 1.300, and Mecho shades on east windows behind security desk in main lobby, NACA.	1	Job	\$3,961.34	11/9/2021	8/31/2022	\$3,961.34
Provide all labor, tools, materials and equipment necessary to install shades and blinds as per attached quote dated 10/21/2021.						

NIGP Class: 910
NIGP Item: 11
Object Class: 266
Reimbursement Type: Reimbursable
Notes: Funded by Charge Code 8060

Grand Total \$3,961.34

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Facilities Design and Construction
Program	Facilities Design and Construction
Phone	5124632264
Org Code	8060 - North Austin Complex
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	782995

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____
Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)